

## INSTRUCTIONS FOR COMPLETING THE OFFICIAL GEORGIA WOOD INFESTATION INSPECTION REPORT

1. **Company Name** - Enter the name of the licensed pest control company performing the inspection. It is necessary that a company be licensed in the category of Wood Destroying Organisms in order to issue this report.
2. **License Number** - Enter the license number of the pest control company.
3. **Address** - Enter the complete mailing address of the pest control company listed.
4. **Telephone Number** - Enter the telephone number of the pest control company listed.
5. **Date of Issuance** - List the date the report is issued.
6. **Seller** - List the full name of the seller of the property. The party requesting this report must be provided a copy of the completed report.
7. **Inspector** - List the full name of the registered employee or certified operator that inspected the property.
8. **File Number** - List the VA or HUD/FHA file number if available. If there is no file number leave blank.
9. **Purchaser(s)** - List the full name(s) of the purchasers of the property.
10. **Main Structure** - Identify the main structure inspected such as house, apartment building, or condominium. Structures such as decks or enclosed porches which are attached to or contiguous with the structure are considered to be part of the structure and must be inspected and included in your report. Fencing which surrounds the structure is not considered to be part of the structure. If, however, it is attached to the structure the point of attachment must be inspected and reported. Any other comments about fencing may be reported in the comments section if desired.
11. **Other Structures (Specify)** - List any other structures inspected and included as part of this report such as a detached garage or a pool house.
12. **Address of Structure** - Enter the complete physical address of the property. If the mailing address differs from the physical address, such as a post office box, list both.

**13. Inspection Reveals Visible Evidence Of** - Disclose if any active or previous infestations of subterranean termites, powder post beetles, wood boring beetles, dry wood termites, or wood decaying fungi were found. If there is any active or previous evidence of any of the covered organisms, a graph showing the location of the infestation(s) must be attached. The location of active or previous infestations or other reportable evidence must be described in such detail so that the average person reading the graph/report is able to readily understand where the infestations are located. The information on the graph and the report must match. Remember, this report is designed for a homeowner, not a PMP. The use of technical language or jargon should be avoided throughout the report.

**14. Were any areas of the structure obstructed or inaccessible?** - Many properties will have some obstructed or inaccessible areas and these must be reported. In situations where there are no obstructed or inaccessible areas, check "NO." If "YES" is checked, then obstructed areas must be listed. Special consideration and notation should be made of those inaccessible areas of the structure(s) which wood destroying insects commonly infest and these must be listed. A statement such as "See number 3 on the back" is not acceptable and inaccessible areas must be listed. Particular attention should be paid to items which prevent a proper inspection such as insulation in crawl or attic areas, garage or basement areas with built-in storage shelves, heavy furniture against walls which cannot be moved, stored items against walls, or blocked storage areas.

**15. The Following Conditions Conducive To Infestation For Wood Destroying Organisms Were Found At The Time Of Inspection. The Location Of These Conducive Conditions Are Indicated On The Attached Diagram:** - As defined in the Rules of the Act and on the reverse of the report, conditions conducive to infestation means conditions that exist in a structure that favor the development of wood destroying organisms. These are limited to: cellulosic material underneath a building, wood in contact with the soil which has not been treated with preservatives designed for ground contact and ventilation that does not meet the requirements specified in the Rules. Any of these conditions that exist at the time of inspection must be reported and indicated on an attached graph. The following guidelines may be helpful:

a. All earth to wood contact, such as siding, crawl space doors, form boards, decks, stair stringers and hot tub frames must be listed. The only exception is pressure treated wood designed for ground contact. Pressure treated wood that is designed for above ground use must be reported as an earth to wood contact if it touches the ground. If there is no evidence that the wood is pressure treated for ground contact list it as an earth to wood contact.

b. If the ventilation in the structure does not meet the ventilation requirements as listed in the Rules, insufficient ventilation must be reported.

c. Debris in the crawl space must be reported.

**16. Remarks/Additional Findings** - This section is present to provide any additional information that is necessary. Additional information may include entomological information, copies of prior inspections and/or treatment reports, drawings, and other documents that may be helpful to the consumer in understanding the scope, limitations, and specific findings of the inspection. All attached documents are considered to be integral parts of the report. Each attached document should be specifically named. For example; "see attached treatment report which is an integral part of this report".

**17. Note Section** - As was noted above if there is evidence of previous or active infestation of the covered organisms that is reported a graph showing the location of all visible areas of the infestation must be provided. This graph must be a reasonable representation of the structure inspected. This section also advises the parties involved to seek further evaluation by a qualified inspector of any previous or active infestation that is reported.

**18. The Above Described Structure(s) Was Treated By This Company As Follows:** - If the pest control company has treated the structure for any of the covered organisms they must disclose the treatment and then list the treatment date and contract expiration date. Do not list the expiration date of the wood infestation inspection report in this section. The report comes with a 90 day guarantee but this should not be listed in this section. This section is for treatment expiration dates only.

The type of termite treatment (soil barrier, bait application or wood treatment) must be indicated.

The pest control company must disclose if the contract is transferable to a subsequent owner (purchaser). If this structure is not under a treatment contract the pest control company must also disclose this information.

Since pest control companies are required to maintain copies of contracts for two years after expiration of the contract they must disclose any treatment for up to two years after a contract expires. This includes contracts where no renewal fee was ever paid.

If the structure is not covered by a treatment contract by the pest control company this must also be disclosed.

**19. This Structure Has A Current Form II Issued By This Company** - If a current valid Form II exist for a treatment indicated in the Treatment Section (item #18 above) this information must be disclosed and a copy of the Form II must be attached as an integral part of the report.

A Form II, exception to the minimum treatment standards, does not release a pest control company from reporting conditions conducive to infestation on a wood infestation inspection report. A Form II is to be used only for a treatment.

**20. - Certification**

a. Signature of Designated Certified Operator - This must be signed only by the Designated Certified Operator. Signature by another individual, certified or not, is not acceptable.

b. - Signature of Purchaser or Legal Representative Acknowledging Receipt of Report - This section is not the responsibility of the pest control company.

This report is a statement as to what you find at the time of inspection with regard to the covered organisms and conditions conducive to their infestation. If you have questions please feel free to contact the Department of Agriculture at (404) 656-3641.